

Jiangsu Vocational College of Electronics and Information

Detailed Rules for the Implementation of Disciplinary Sanctions for International Students

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(Trial)

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Chapter I General Provisions

Article 1. In order to maintain the normal education and teaching order and life order of the University, and strengthen the standardized management of the training of international students, according to the regulations on the management of students in ordinary institutions of higher learning (No. 41 decree of the Ministry of education in 2017), the administrative measures for recruiting and cultivating international students (No. 42 order of the Ministry of education, the Ministry of foreign affairs and the Ministry of public security in 2017) and other relevant provisions, combined with the actual situation of our university's international students The detailed rules are formulated.

Article 2. These rules are applicable to all international students studying at school.

Article 3. International students who violate the discipline either inside or outside the school during their study at school shall be subject to disciplinary sanctions in accordance with these rules.

Article 4. The school shall safeguard the legitimate rights and interests of students, and at the same time, international students shall have the obligation to abide by laws, regulations and various administrative provisions of the University.

Article 5. The school shall take disciplinary actions against students who have violated the discipline. The procedures shall be proper, the evidence shall be sufficient, the basis shall be clear, the nature shall be accurate and the punishment shall be appropriate.

Chapter II Types and application of disciplinary actions

Article 6. International students who violate the rules and regulations of the University shall be punished as follows according to the seriousness of the case, the attitude of admitting

mistakes and the performance of repentance:

- (1) Warning;
- (2) Serious warning;
- (3) Record demerit;
- (4) Stay in school for inspection;
- (5) Expulsion.

The term of punishment is generally as follows: in addition to the punishment of expulsion from school, the school shall set a disciplinary period for the punishment of students, including six months for warning, serious warning and demerit recording, and 12 months for being detained for observation. The period of punishment shall be calculated from the date of making the punishment decision.

If an international student violates the rules and regulations of the University and the circumstances are not serious enough to be punished, the College of international education shall issue a notice of criticism to urge the student to correct his mistakes. Those who have been notified by the college for more than three times within a year will be given warning or severe warning according to the circumstances.

Article 7. A person who has been punished shall also be punished as follows:

- (1) They will be disqualified from all awards in the current academic year.
- (2) If there are other provisions, they shall be handled according to relevant regulations.

Article 8. a person who violates the school discipline may be given a lighter or exempted punishment if he has one of the following circumstances:

- (1) Capable of admitting mistakes, truthfully confessing wrong facts, having deep understanding of inspection and showing repentance;
- (2) It is really coerced by others;
- (3) They can actively report and expose other people's violations of discipline, and

actively assist relevant departments to investigate and deal with problems;

- (4) There are other circumstances in which a lighter punishment may be imposed.

Article 9. those who violate school discipline shall be punished severely if they have one of the following circumstances:

- (1) Refusing to admit mistakes or cover up other people's violations after violating discipline;
- (2) Retracting a confession, colluding with others or retaliating or threatening to intimidate the relevant personnel during the investigation;
- (3) At the same time, there are two or more violations of discipline;
- (4) Colluding with people outside the school to commit crimes;
- (5) The organizers and commanders of the illegal groups;
- (6) There are other circumstances that should be punished severely.

Article 10. those who have been punished by demerit recording, being detained in school for inspection, or having been given two severe warning punishments, and once again being punished with demerit recording or above, which causes serious consequences and has a very bad impact, shall be directly expelled from school.

Article 11. If a student who has been detained for observation has a deep understanding of the error and performs well during the period of observation, the punishment may be lifted on time; if there is outstanding performance, the punishment may be lifted in advance.

Chapter III violations of discipline and disciplinary actions

Article 12. Whoever violates Chinese laws and regulations, destroys stability, disturbs the order of the society and the school shall be punished as follows according to the circumstances:

- (1) Those who intentionally spread rumors, fabricate or distort the facts, incite trouble, paste illegal propaganda materials and disturb the school and social order shall be given a serious warning or above.

(2) Those who, in violation of relevant regulations, participate in illegal assembly, procession, demonstration, etc., and do not listen to dissuasion, shall be given a serious warning or above; those who organize illegal assembly, procession or demonstration shall be given demerit recording or above.

(3) Those who set up illegal organizations to organize, participate in and spread evil cults and feudal superstitious activities shall be given a serious warning or above; if the circumstances are serious or the main organizers are to be detained for observation or expelled from school.

(4) If there are other behaviors that disturb the school and social order and destroy the stability of the society and school not listed in this article, corresponding punishment shall be given according to the relevant provisions.

Article 13. for those who violate Chinese laws and regulations or violate the provisions of public security administration and are punished by public security and judicial departments (including warning, fine, detention, criminal detention, sentence, etc.), in addition to cooperating with relevant departments to implement the punishment, the school shall give the following punishments according to the severity of the punishment:

(1) Those who are punished by warning, fine or detention shall be given demerit recording or above.

(2) Those who are investigated for criminal responsibility shall be expelled from school.

Article 14. those who violate the relevant laws and regulations governing the administration of foreigners shall be punished as follows:

(1) If the visa or residence permit is overdue, a warning or above will be given according to the circumstances. The responsibility and related expenses incurred due to the overdue period shall be borne by the student himself.

(2) International students are strictly prohibited from missionary activities and religious gatherings. Violators will be given a serious warning or above.

(3) Anyone who publishes or spreads opinions against or attacks other countries, which is detrimental to the legitimate interests of others, shall be given a warning or above according to the circumstances.

Article 15. for those who steal, swindle, rob, extort, or illegally occupy state, collective or personal property, the school should also give the following corresponding punishments in addition to repaying the full amount and imposing a fine according to the relevant provisions of the public security organs.

(1) If the value of a crime is less than 500 yuan, he shall be given a warning or above.

(2) The crime is worth more than 500 yuan (including 500 yuan) and less than 1000 yuan,

he shall be punished with demerit recording or above.

(3) Those who commit a crime with a value of more than 1000 yuan (including 1000 yuan) will be given the punishment of detention or above.

(4) Those who commit crimes for more than two times (including two times) shall be given the punishment of probation or above.

(5) Those who have been confirmed by the security or public security departments to steal, although they have not stolen property, shall be given a demerit or above according to the circumstances.

(6) Those who steal official seals, confidential documents, archives and other articles shall be detained for inspection according to the seriousness of the case.

(7) Those who commit crimes causing great economic losses and social harm shall be expelled from school.

(8) It is the same as that of the perpetrator to keep watch, provide information, commit crime tools, cover up or harbor stolen goods.

Article 16. Anyone who damages public or private property shall be dealt with as follows according to the circumstances:

(1) Due to negligence damage to public and private property, appropriate economic compensation should be given.

(2) Those who intentionally damage public and private property shall be punished as follows, in addition to compensation for losses and fine according to regulations: those whose damage value which is more than 500 yuan (including 500 yuan) shall be given a warning or above according to the circumstances.

Article 17. when planning or participating in a fight inside or outside the school, the following punishments shall be given:

(1) If a person does not start to hit, but carries a lethal weapon or harbours a lethal weapon for the attacker, he shall be given a demerit record or above.

(2) Those who do not hit others but touch others by verbal insults or other means, causing trouble or aggravating conflicts and resulting in the consequences of fighting, will be given a serious warning.

(3) Those who start to beat others but do not hurt others will be given demerit recording punishment.

(4) Those who start to beat others and cause minor injuries will be punished with detention and compensation for medical and related expenses.

(5) Those who hit others and cause serious injuries will be expelled from school and compensates for medical and other expenses.

(6) Those who plan and encourage others to fight without causing the consequences of the fight will be given a serious warning or above, and those who have a greater impact will be given the punishment that is above staying in school for inspection.

(7) Those who plan or encourage others to fight and cause the consequences of the fight shall be punished with demerit recording or above according to the circumstances and consequences.

(8) Those who strike people with weapons or collude with people outside the school

to fight together will be given the above punishment of staying in school for inspection according to the circumstances and consequences.

(9) Those who take sides in the name of "Persuasion" and promote the change of the situation and cause adverse consequences shall be given a serious warning or above according to the seriousness of the case.

(10) Those who intentionally provide lethal weapons for others to fight without causing injury shall be punished with demerit recording or above; those who cause injuries shall be given punishment of staying in school for inspection.

(11) Those who do not cooperate with the investigation and hinder the normal progress of the investigation and handling work will be given a serious warning or demerit recording.

(12) Those who are employed or invited to fight for others will be punished with demerit recording or above according to the circumstances.

(13) Those who cause trouble, provocation and retaliation after the end of the fight will at least be given the punishment of staying in school for observation.

(14) In the process of handling the fight, those who provide false evidence for others will be given serious warning or demerit recording.

Article 18. Whoever purchases, harbours or sells stolen goods shall, depending on the circumstances, be punished as follows:

(1) Those who buy stolen goods (knowing that they are stolen goods) will be given a warning or a serious warning if the circumstances are minor; If the circumstances are serious, they shall be punished with demerit recording or above.

(2) Whoever conceals or sells stolen goods for others shall be punished with demerit recording or above.

Article 19. Whoever smuggles, smuggles in, illegally engages in business, resells or pyramid selling shall, depending on the circumstances, will be punished as follows:

(1) Those who smuggle or smuggle in private goods shall be given a serious warning

or more depending on the nature of the smuggled or smuggled goods and the circumstances of the violation of discipline.

(2) Those who engage in business or resell illegally without the approval of the administrative department for Industry and commerce or the relevant department of the school shall be given a serious warning or demerit recording; those who fail to make corrections after repeated education shall be given the punishment of staying in school for inspection or being expelled from school.

(3) Those who organize or participate in illegal pyramid selling shall be given a serious warning or above.

Article 20. Gambling are prohibited in school; those who participate in gambling or gambling in disguised form shall be given demerit recording or above according to the circumstances; onlookers who participate in gambling or gambling in disguised form shall be given disciplinary warning; those who provide gambling equipment or play the game for others shall be given serious warning or demerit recording.

Article 21. in case of any of the following uncivilized acts, such as impairing the order of society and school administration, damaging the image of college students and social morality, the following sanctions shall be given according to the circumstances:

(1) Those who participate in prostitution, whoring and other pornographic services shall be punished by recording demerit, staying in school for inspection or being expelled from school.

(2) For those who drink alcohol inside and outside the school, the first offender shall be given a warning punishment, and the repeated offender shall be given a demerit recording or above; for those who, after drinking heavily, make trouble, fight or disturb the order inside and outside the school, a demerit recording or above shall be given.

(3) Those who peep or photograph other people's privacy with binoculars, cameras, mobile phones or other means shall be given serious warning, and those whose circumstances are seriously affected shall be given demerit recording or above.

(4) Those who have harassing or indecent acts shall be punished with demerit

recording, school probation or expulsion from school.

(5) Those who use sound equipment in public places with excessive volume, which affects other people's normal work or rest, and do not listen to dissuasion, shall be given a warning or a serious warning; those who fail to mend their ways after repeated admonitions shall be given demerit recording or above.

(6) Those who trample on or damage lawns or pick flowers and trees, or scribble, scribble or draw on school buildings, desks and other public properties shall be given a warning or above.

(7) Anyone who litters, smokes, makes noise on campus or interferes with the normal teaching and living order of the school or refuses to change after education shall be given a warning or above.

(8) Those who alter or forge student ID cards, all-in-one cards, transcripts, graduation certificates, etc.; falsify or falsify in the process of handling (or re applying for) student ID cards; those who transfer their passports, student cards and other certificates to others, causing adverse consequences; and giving serious warnings or above.

(9) On campus, those who violate the school management regulations, disrupt the normal education and teaching order, life order, public place management order and violate the code of conduct of college students, shall be given a warning or above.

Article 22. those who watch, disseminate, copy or sell illegal books and periodicals, audio-visual products and obscene articles shall be given a serious warning or above according to the circumstances; those who take drugs or drug trafficking shall be punished by being detained in school or expelled from school; those who participate in the manufacture and sale of drugs shall be given the punishment of being expelled from school.

Article 23. those who violate the regulations on the management of student apartments and affect the normal life order shall be given the following sanctions according to the circumstances:

(1) Students who occupy dormitory without approval will be given a warning or

above.

(2) Those who stay overnight without approval shall be given a warning. If there are adverse consequences caused by staying in or letting an outsider enter the dormitory, a serious warning or above will be given according to the seriousness of the case.

(3) Those who stay in the dormitory of the opposite sex will at least be given the punishment of staying in school for observation.

(4) Those who use illegal electrical appliances, open fire or connect power supply without permission shall be given a warning or above according to the circumstances. The prohibited items in the dormitory include: current converter, voltage divider and other escape detection equipment of power limit system; electric furnace, heater, electric cup, electric iron, hair dryer, electric blanket and other electric heating equipment; liquefied gas, alcohol furnace, kerosene furnace and other open fires.

(5) In case of burning inflammable materials such as paper and letters in the dormitory building, a notice of criticism or warning shall be given according to the seriousness of the case.

(6) During the specified sleep time, students should be criticized and educated if they blow, pull, play, sing, make noise, play high volume recorder in or near the dormitory, or play ball games in the dormitory building. Those who do not listen to dissuasion can be given warning or above according to the seriousness of the case.

(7) Students who stay at night without permission or rent a house outside the school will be given a serious warning.

(8) Those who gamble, fight, drink excessively or smash wine bottles in the dormitory shall be given a warning or above according to the seriousness of the case.

(9) Those who distribute leaflets and post small advertisements in dormitories and fail to receive education will be given a warning or above.

(10) Those who engage in commercial activities in the dormitory shall be given a

warning or above, and those who do not listen to education or refuse to correct after repeated education shall be given demerit recording or above.

(11) If cats, dogs, rats, snakes and lizards are kept in the dormitory, those who fail to receive education will be given a warning or above.

(12) Those who watch or play reactionary or pornographic audio-visual products, books and periodicals in the dormitory shall be given a warning or above according to the circumstances.

(13) Those who throw sundries outside the windows of the dormitory and fail to receive education will be given a warning or above.

Article 24. those who fail to comply with the following provisions shall be given the following corresponding sanctions:

(1) Those who violate the relevant regulations of students entering and leaving the school and engage in fraud (such as opening false medical records, opening false certificates, using other people's certificates, etc.) shall be given a warning or above according to the circumstances. Cooperate with the counterfeiter and the person lending the certificate.

(2) Those who cross the wall shall be given a notice of criticism or warning.

(3) Those who intentionally damage books, exchange old books for new ones, or borrow books with others' certificates, shall be given a warning or above.

(4) Those who insult, abuse or intimidate others and fail to listen after education shall be given a warning; those who cause adverse consequences shall be given a serious warning or above, and shall compensate for economic losses and be subject to economic punishment.

(5) Those who make rumors or frame others will be punished by circulating a notice of criticism or warning according to the circumstances.

(6) Those who forge, alter, falsely claim, embezzle or transfer various certificates or certificates may be punished as follows:

1. Those who forge student card, library card, campus card and other certificates will be

punished with demerit record or above; those who forge various kinds of securities will be given the above punishment of staying in school for inspection.

2. Those who alter, falsely claim and embezzle all kinds of certificates and have adverse consequences shall be given the above punishment.

3. Those who have bad consequences in lending various certificates shall be punished with demerit recording or above according to the consequences.

4. Those who privately engrave official seals, alter and forge transcripts, forge all kinds of certificates, certificates, graduation certificates and other relevant certificates shall be punished with demerit recording or above.

(7) If a teacher or leader causes trouble due to learning guidance, question answering, invigilation, performance evaluation, transfer to college, graduation assignment, award evaluation, punishment and other reasons, a warning or above will be given according to the circumstances and consequences.

(8) Those who refuse or obstruct state functionaries or school administrators from performing their official duties in accordance with the law or the school rules and regulations shall be given a warning or above according to the seriousness of the case.

(9) Those who conceal, destroy, discard or privately open other people's letters, causing adverse effects or losses, shall be given a warning according to the seriousness of the case, in addition to compensating for economic losses.

(10) Those who fail to pay tuition fees and accommodation fees for a long time without any reason will be expelled from school or ordered to leave school.

Article 25. the following penalties shall be imposed on those who have been absent from school for a total of 10 class hours or more in a semester:

(1) If he is absent from class for 10-19 hours, you will be given a warning.

(2) If he is absent from class for 20-29 hours, he will be given a serious warning.

(3) Students who are absent from class for 30-39 class hours will be punished with demerit recording.

(4) Those who are absent from class for 40-49 class hours or fail to participate in the teaching activities stipulated by the school for one week in a row shall be punished with detention.

(5) Those who are absent from class for more than 50 class hours (including 50 class hours) or fail to participate in the teaching activities stipulated by the school for two consecutive weeks shall be expelled from school.

Article 26. students who do not abide by the discipline of the examination room, do not obey the arrangement and requirements of the staff of the examination room, and have one of the following acts shall be deemed as violation of the examination discipline. Those who violate the discipline in the examination and fail to pass the education and persuasion shall be given a serious warning: those who bring articles beyond the regulations into the examination room or fail to put them in the designated position;

- (1) Failing to take part in the examination at the prescribed seat;
- (2) Answering questions before the start signal or continuing after the end of the examination signal;
- (3) Making noise or carrying out other activities that affect the order of the examination room within the scope prohibited by the examination room or the school;
- (4) Leave the examination room during the examination without the permission of the examination staff;
- (5) Taking the examination paper, answer sheet, draft paper out of the examination room;
- (6) Answering questions with pens or paper other than those specified, or writing names and test numbers in places other than those specified in the examination papers, or marking information on the answers in other ways;
- (7) Other behaviors that violate the examination rules but have not yet constituted cheating.

Article 27. If a student violates the principles of fairness and impartiality in an examination and obtains or attempts to obtain answers or scores of examination questions by improper means, he shall be deemed to have cheated in the examination and shall be punished with demerit recording:

(1) To take part in the examination with the written materials related to the examination contents or the electronic equipment storing the materials related to the examination contents;

(2) Plagiarizing or assisting others to plagiarize the answers to test questions or materials related to the examination contents;

(3) Robbing or stealing another person's examination paper or answer paper or forcing another person to provide convenience for his own plagiarism;

(4) Intentionally destroying examination papers, answer papers or examination materials;

(5) Exchanging examination papers, answer papers and draft papers;

(6) Fill in the name, examination number and other information inconsistent with his / her identity on the answer sheet;

(7) Peeping, whispering, mutual signal or gesture during the examination;

(8) Other cheating

Article 28. students who have one of the following circumstances in the examination organized by the school shall be given the following corresponding punishments:

(1) Those who take the examination on behalf of others or allow others to take part in the examination on their own behalf shall be given the above punishment of staying in school for inspection;

(2) Those who Organize cheating shall be given the above punishment of staying in school for inspection;

(3) If he alters the name of another's test paper to his own and cheat twice in school,

he will be given the above punishment of staying in school for inspection;

(4) Those who sell examination questions or answers to others for profit and other serious cheating will be expelled from school;

Article 29. Whoever, in violation of the relevant provisions on the administration of the computer Internet, looks up, produces, replicates and spreads illegal and harmful information, engages in activities endangering the security of computer information network, illegally obtains or misappropriates the information of network users of other units and individuals, etc., shall be given a severe warning or above according to the circumstances.

Article 30 for other violations of discipline not listed in these Provisions, corresponding disciplinary actions may be taken with reference to similar provisions in these provisions.

Chapter IV powers and procedures of disciplinary action

Article 31. the authority, procedure and management of punishing students who violate discipline:

(1) For disciplinary punishment of warning and serious warning to international students, the International Student Management Office of the Institute of international education shall put forward handling opinions, which shall be reviewed and decided by the Institute of international education; the written opinions on demerit recording and detention shall be submitted to the leader in charge for approval; for the disciplinary punishment of expulsion, the written opinions shall be put forward by the Institute of international education, which shall be approved by the leader in charge Approval shall be submitted to the president's office for approval and reported to the provincial education department for record;

(2) In case of violation of the regulations on apartment management, education, teaching and examination, the relevant functional departments may put forward handling opinions according to the function and authority, and implement in accordance with the relevant provisions;

(3) The punishment for the incidents affecting the whole school or the students of two or more secondary colleges shall be jointly handled by the Institute of international education and the relevant secondary colleges.

Article 32. disciplinary procedures for students violating discipline:

(1) Before punishing the students who violate the discipline, they should listen to the statement and defense of the students themselves or their agents. The statement and defense shall be expressed in written form and shall take effect after being signed.

(2) When punishing students who violate the discipline, the relevant departments should fill in the registration form of disciplinary punishment for international students of Jiangsu Vocational College of Electronics and Information, and attach the facts, circumstantial materials, written statements and defense materials of the students or their agents and other relevant evidences.

(3) After the punishment is given to the students according to the approval authority, the school shall issue the decision on disciplinary action of students in Huai'an Information Vocational and technical college and submit it to the relevant departments for filing.

(4) According to the approval authority of punishment, the relevant departments shall fill in the notice of disciplinary punishment for international students of Huai'an Information Vocational and technical college.

(5) The school of international education shall send the "decision on punishment of students' violation of discipline" and the "Notice of handing over punishment of students' violation of discipline" to the punished students themselves, and the punished students shall sign on the "Notice of punishment for students' violation of discipline" (kept by the College).

(6) If the punished student refuses to sign or makes trouble without reason, the sender shall record the reason and date of the student's refusal to sign on the "Notice of submission of punishment for student's violation of discipline" (kept by the college). If other teachers are present as the witness, the "decision on punishment of student's violation of discipline" and "Notice of delivery of punishment for student's violation of discipline" shall be left at the residence of the punished student. Shall be deemed to have been delivered.

(7) If the whereabouts of the students in violation of discipline are unknown or cannot be delivered in the above-mentioned ways, they may issue a public announcement through the

Public Security Bureau of Huai'an City and other relevant departments, and the delivery shall be deemed as 60 days from the date of the announcement.

Article 33. If a student who has been punished disagrees with the decision, he / she may file a written appeal to the school within 5 working days from the date of receiving the decision. The handling of students' appeal shall be carried out in accordance with the relevant provisions of the school students' appeal management.

Article 34. from the date of sending the punishment decision or review decision, if a student fails to file a complaint within the period of appeal, the school will no longer accept the appeal submitted by the student.

Article 35. before a disciplinary or other adverse decision is made against a student, the school shall inform the student of the facts, reasons and basis for the decision, inform the student of the right to state and defend, and listen to the student's statement and defense.

Chapter V Supplementary provisions

Article 36. the punishment of international students is a historical record of a certain aspect of the student's time at school, which should be truly and completely included in the student's student status file.

Article 37. disciplinary actions not listed in these rules may be punished with reference to the relevant provisions of the relevant provisions.

Article 38. the "above punishment" or "below punishment" of a certain level in these Rules shall include the punishment at that level.

Article 39. the interpretation of these Rules shall be vested in the Institute of international education.

Article 40. these Rules shall come into force as of the date of promulgation.